

Course Title		The Art of Identification & Analysis of Training Needs	
Credit Hours	Venue	Date	
25 H	Dubai – UAE Istanbul - TURKEY	14 th -18 th July , 2024 06 th -10 th October , 2024	

Objectives

- **By the end of this course, participants will be able to:**
 - Apply the four quadrant approach to all Training Needs within the Company
 - Be able to use a priority tool to categories training needs and their importance
 - Use methods to gather information at Individual, team, department and corporate levels within the organization
 - Use the super quick model to cost out the training needs
 - Know how to capture requirements and use contracts for development plans
 - Write requirements into learning objectives or competencies for use by internal trainers of for specifications for getting external training completed.
 - State the purposes of and audiences for, training and development strategy.
 - List the various drivers and influences on such a strategy
 - Link these together systematically towards a working framework for strategy development
 - Articulate the case for investing in learning and development as an essential support for business direction goals and strategies and help top management determine their approach to people development .
 - Translate strategic and operational goals into the human capability needed to achieve them
 - Choose priorities for investment
 - Appreciate the demands of talent management from the organizational and the individual point of view
 - How to review training and development policy against business goals and market objectives
 - The value and strategic importance of the competency framework
 - How to ensure that a company resources for training and development are accurately targeted
 - How to capitalize on the vital link between competencies on the vital management
 - How to evaluate and then maximize the benefits from training and development activities

The Delegates

- Any person who specifies requirements from performance appraisal.
- Training Managers and training co-coordinators.
- Managers and Supervisors who expect results from training.
- HR and Training administrators who need to know the premise of TNA .

Contents

- **Making the case for effective Training needs analysis :**
 - Introductions and course objectives
 - The need for doing effective training needs analysis –what the press and research shows
 - Traditional TNA models – what the latest thinking shows and what we need to do.
 - Case study and group exercise .
 - The four quadrant model of TNA – a new way of analysis
 - Who is the customer? Conflicting needs .
- **TNA Quadrant one- Corporate driven needs :**
 - The four business drivers at corporate level –Use of the four cog model – case study and exercise
 - Corporate needs into action – how much of the process is governed by TNA?
 - Case study on organizational change –group work .
 - Identifying the major drivers worldwide that affect organizational TNA

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Training & HR Development



- **TNA Quadrant two – Department needs:**
 - The specific requirement departments have – relationship with yearly operating plans
 - Speed of action from identification to action – on going monitoring – what’s needed?
 - Case study – creating self empowered teams – group work and video “team work in action”
 - Departments – your most challenging customer – The Pike concept.
 - Dealing with the worst customers – what do you do with awful people?
- **The third quadrant and forth quadrants –team and individual TNA :**
 - Unique requirements of teams – video – group exercise
 - Watching for social loafers – the scourge of team working
 - How to use the Adair model to help in the analysis process
 - The 45 ways to train but not by attending a training course
 - The place of testing to position individuals for development of training
- **How to cost and specify training needs :**
 - Understanding development times and costs for training
 - How Unit costs work – group exercise
 - Writing needs in training objectives terms – how it benefits the process
 - How will you measure your success from this course? .
 - Individual applications for action .
 - Group learning quiz .

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	5000 USD
Timetable	How to Register ?	Other Dates
09:00 Am : 11:00 Am (1 st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2 nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3 rd Section)	www.titlehr.com Info@titlehr.com Tell 00971559687070	27 th – 31 st October 2024